

01/15/2005

09:49:58

MANUAL PAY SECURITY

ACCESS: _ A = ADD NEW
 I = INQUIRE
 U = UPDATE
 D = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)

— — — — —

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

- A = add new: this is used to add an update to the system.
- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the “enter” key to proceed to the manual pay menu.

01/15/2005 MANUAL PAY OPTIONS 09:50:43
OPTION: _ EMPLOYEE NO: _____

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

From this screen, the user will choose the appropriate option to make the update.

Only one update per type can be keyed at one time for one employee. In other words only one "1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL" can be keyed at a time per employee. The user must wait until that update is processed before keying another "1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONE LOCAL."

OPTION 1 - UPDATE EMPLOYEE WITH MANUAL CHECK (ONE LOCAL) 01/15/2005 09:51:27

COMPANY : 12345 EMPLOYEE NO: 0123456789 NAME: (OPT). _____

CHECK NUMBER: _____ CHECK DATE: _____

PP BEGINING DATE: _____ PP END DATE: _____

SHIFT REGULAR HRS OVERTIME HRS REG SAL/AMT OT IND OVERTIME AMOUNT

— — — — — —
— — — — — —

FIT WITHHELD — SOC SEC WITHHELD —

SIT WITHHELD — MEDICARE WITHHELD —

LIT WITHHELD —

NET PAY — GROSS PAY —

DED NO DED AMOUNT DED NO DED AMOUNT DED NO DED AMOUNT DED NO DED AMOUNT

— — — — — — — —
— — — — — — — —
— — — — — — — —
— — — — — — — —

SP PAY NO SHIFT SP PAY HRS SP PAY AMT SP PAY NO SHIFT SP PAY HRS SP PAY
AMT

— — — — — — — —
— — — — — — — —

053 RECORD READY FOR UPDATE

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = VALIDATE MODE: A

Make certain you record the hours and pay correctly—do **not** put 9XX hours and pay under regular hours and pay. Enter 9XX time correctly at the bottom of the screen so that the system will update correctly.

The payperiod beginning and end dates must match valid beginning and end dates. For example, 010104 and 011504 are valid beginning and end dates. 010704 and 011504 are not; 010704 is not a payperiod beginning date. Even if the period being paid represents only a certain number of days in a payperiod, use the beginning and end date for the entire payperiod. If the payment spans multiple payperiods, choose 1 to use; do **not** span multiple payperiods with the dates on this transaction.

If the gross minus deductions and taxes does not equal the net, the transaction will not be accepted and you will get an error message. If the special and regular pay do not equal the gross, the transaction will not be accepted and you will get an error message.

This update is for use with an employee with one local tax. If the employee has more than one local tax entity, please use option 2 of manual pay transactions.

OPTION 2: UPDATE A MANUALLY ISSUED CHECK WITH TWO LOCALS 01/15/2005 09:51:51

COMPANY : 12345 EMPLOYEE NO: 0123456789 NAME: (OPT). _____

CHECK NUMBER: _____ CHECK DATE: _____

PP BEGINING DATE: _____ PP END DATE: _____

SHIFT REGULAR HRS OVERTIME HRS REG SAL/AMT OT IND OVERTIME AMOUNT

STATE: _____ LOCAL: _____
FIT W/H: _____ SS W/H: _____ SIT W/H: _____ MEDICARE W/H: _____

LIT W/H: _____ NET PAY: _____ GROSS PAY: _____

STATE: _____ LOCAL: _____

LIT W/H: _____

DED NO DED AMOUNT DED NO DED AMOUNT DED NO DED AMOUNT DED NO DED AMOUNT

SP PAY NO SHIFT SP PAY HRS SP PAY AMT SP PAY NO SHIFT SP PAY HRS SP PAY
AMT

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

See notes for option 1.

If you are trying to update to more than two locals you will need to contact the Payroll Branch for assistance. In this case, the adjustment would need to be done on paper forms.

01/15/2005

09:52:16

OPTION 3 - REVERSE A CHECK FROM THIS QUARTER AND REDEPOSIT

COMPANY NO: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) _____

CHECK NUMBER: _____

CHECK DATE: _____

PERIOD ENDING DATE: _____

YQ INDICATOR _____

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

Notes about option 3:

Should only use **Q** as the indicator.

This can only be used to reverse a check from the same quarter. If the check you are trying to reverse is from a different quarter, the backout record will not be found and the action will reject.

The quarters end March 30th (3/15 pay period), June 30th (6/15 pay period), September 30th (9/15 pay period), and December 30th (12/15 pay period).

It is imperative that the check number and date match the record. Take the check number and date from the Report 10 in PERPAY2R or S in Document Direct or from the QEHSS; do **not** take them from the check or stub (these reflect the eMARS number and printing date). If the check number and date do not match what is in our system, the action will reject. Remember that all EFT numbers must start with the 9.

SHIFT REGULAR HRS OVERTIME HRS REG SAL/AMT OT IND OVERTIME AMOUNT

STATE: _____ LOCAL: _____
 FIT W/H: _____ SS W/H: _____ SIT W/H: _____ MEDICARE W/H: _____
 LIT W/H: _____ NET PAY: _____ GROSS PAY: _____
 STATE: _____ LOCAL: _____ LIT W/H: _____
 STATE: _____ LOCAL: _____ LIT W/H: _____
 STATE: _____ LOCAL: _____ LIT W/H: _____
 STATE: _____ LOCAL: _____ LIT W/H: _____

DED NO DED AMOUNT DED NO DED AMOUNT DED NO DED AMOUNT DED NO DED AMOUNT

SP PAY NO	SHIFT	SP PAY HRS	SP PAY AMT	SP PAY NO	SHIFT	SP PAY HRS	SP PAY
AMT							

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

This is the “long way” to reverse a check. It is used when the check is from a prior quarter or in some other situations in which you cannot reverse a check against the record using option 3. As with options 1 and 2 (updating for a manually issued check, SAS-27) it is important to record the information accurately. You will need to pull Report 10 from PERPAY2R or S on the check you are reversing because it shows what actually came out of the check and you always use the amounts from this report. Report special pay hours and pay under special pay, **not** under regular hours and pay. The guidelines for this screen are similar to those for option 1.

01/15/2005

09:53:38

OPTION 5 - LOCAL TAX REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) _____

CHECK NUMBER: _____
PP BEGIN DATE: _____

CHECK DATE: _____
PP END DATE: _____

QTR (Q) OR YTD (Y) IND: _

STATE: _ LOCAL: _

LOCAL TAX WITHHELD: _____
(AMOUNT OF REFUND)

NET PAY: _____
(AMOUNT OF REFUND)

LOCAL TAXABLE YTD: _____
(ZERO FILL WHEN TAXABLE NOT AFFECTED)

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

Notes:

If you need to update more than one local code then you will need to contact the Payroll Branch for assistance. In this case, paper forms may need to be filled out.

Examples:

Of when taxable would NOT be affected: if you set the EE up for 18-13 and it should have been 18-99. You would do a request for refund on the amount that was deducted under 18-13 and apply the appropriate amount to 18-99. The taxable is still the same so you would just zero fill the Local Taxable YTD.

Of when the taxable WOULD be affected: if you set the EE up for 18-13 but should have been 18-00. You would do a request for refund to get the amount that was deducted under 18-13 to give back to the EE. You would figure the taxable amount that was affected and would put that amount in the Local Taxable YTD.

01/15/2005

09:54:08

OPTION 6 - FIT OR SIT TAX REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) _____

CHECK NUMBER: _____
PP BEGIN DATE: _____

CHECK DATE: _____
PP END DATE: _____

FIT WITHHELD: _____ NET PAY: _____
(AMOUNT OF REFUND) (AMOUNT OF REFUND)

SIT WITHHELD: _____
(AMOUNT OF REFUND)

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

Normally we do not request a refund on federal and state taxes because it is usually taken care of when the employee files their taxes.

This does not affect/reduce the taxables. Even if an employee chooses to be exempt their wages will be reported on the W-2.

Examples:

Of when you might request a refund on federal tax amount withheld: if you received a W-4 from an employee but not enter the change on the C screen before payroll ran and caused more tax to be withheld then would have been if change had been entered before payroll ran. The payroll officer contacted the employee and told them employee the change didn't get entered in time and the employee insisted you refund the difference.

Employee completed a W-4 or K-4 form to be exempt but payroll officer didn't set up correctly and caused tax to be withheld: Payroll officer made the employee aware of this mistake and did a request for refund to get the money back.

01/15/2005

08:27:01

OPTION 7 - RETIREMENT, PREM CONVERSION, FSA OR DEFERRED COMP REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) _____

MASTER FILE ACCUMULATIONS:

DED NO: __ DED AMT: _____ EMPLOYEE SHARE
DED NO: __ DED AMT: _____ STATE SHARE

NOTE: DEDUCTION 45 (457/401K) AND DEDUCTION 46, 47 AND 48 (403B)
MUST BE CODED AS A "C".

ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE: _

- A. SOCIAL SECURITY AND MEDICARE
- B. MEDICARE ONLY
- C. NO SOCIAL SECURITY OR MEDICARE

TAX FILE ACCUMULATIONS:

STATE CODE: __ LOCAL CODE: __

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

This screen is used to update for refunds made to employees of pretax deductions including retirement contributions, pretax retirement installment purchase agreement payments, medical or daycare flexible spending account contributions, and deferred compensation.

At the "ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE" field, the majority of state employees will be "A. SOCIAL SECURITY AND MEDICARE." Employees in teachers retirement are primarily "B. MEDICARE ONLY," with a few being "C. NO SOCIAL SECURITY OR MEDICARE;" check the employee's FICA status. When updating for a deferred compensation refund for an employee, choose "C. NO SOCIAL SECURITY OR MEDICARE," as Social Security and Medicare were already paid on the deduction and do not need to be updated (deferred compensation is not subject to FIT or sit, but is subject to Social Security and Medicare).

When this update is done (except for deferred compensation), the YTD SS/MED/FICA taxes and taxables will be out of balance because the taxables will increase but the taxes paid do not increase as a result of doing this update. If the employee is still active or has just terminated and will receive further pay, the system will self-adjust for the FICA due. However, if the employee is inactive and will receive no more pay, you will have to do a SAS-27 to pay employer and employee shares of FICA and then update / "plus in" the YTD SS, MED, and total FICA paid via POT (screen B MASTER FILE ACCUMULATIONS 1 and screen D TAX FILE ACCUMULATIONS 1). You should then contact the employee to recover the employee's share of FICA and redeposit that amount to your agency's account.

OPTION 8 - WORKERS COMPENSATION ADJUSTMENTS 01/15/2005 09:55:17
COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) _____
ENTER CODE INDICATING EMPLOYEES COVERAGE: _____
(A) SOC SEC / MEDICARE (B) MEDICARE ONLY (C) NO SOC SEC OR MEDICARE
QTR (Q) OR YTD (Y) _____

MASTER FILE ACCUMULATIONS:

RETIREMENT: DED NO: _____ DEDUCTION AMT: _____ EMPLOYEE SHARE
DED NO: _____ DEDUCTION AMT: _____ STATE SHARE

WORKERS COMP ADJUSTMENT: _____ (THIS IS GROSS AMOUNT FROM
REQUEST FOR REFUND)

FIT WH : _____ SOC SEC WH : _____ SIT WH : _____
LIT WH : _____ TOT FICA WH : _____ MEDICARE WH : _____

TAX FILE ACCUMULATIONS: ** WHOLE % ** AMT USED TO
STATE: _____ LOCAL: _____ LIT WH: _____ PCT: _____ CALCULATE LIT
LIT TXBL: _____
STATE: _____ LOCAL: _____ LIT WH: _____ PCT: _____ LIT TXBL: _____

*** IF MORE THAN TWO LOCALS ARE NECESSARY PLEASE DO PAPER TRANSACTIONS ***

DO SICK LEAVE BALANCE CHANGE ON POPY SCREEN B

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

The figures for this adjustment will come from the Request for Refund on Payroll prepared when an employee "buys back" time used while on worker's compensation leave. Make certain you return the employee's leave on the B screen. This transaction reduces the employee's taxables and retirement contributions. Please see page 2.4 of the manual for information on determining leave time buyback. Please refer to page 7.34 of the manual for a Worker's Comp Example.

UPPS 13-B
Manual Pay
(Revised 01-25-06)

This form contains transactions
503 Check Reconciliation
400 Update Standard Pay & Hours
500 Update Taxes
550 Update Deductions
600 Update Special Pays

COMPANY NO	EMPLOYEE NO	TCD	EMPLOYEE NAME (For Reference)
1	5 6	15 16	
		X	

Change
Indicator

TRANS NO.	CHECK NUMBER	CHECK DATE	PERIOD BEGIN DATE	PERIOD ENDING DATE	YQ
17 19 20	30 31	36 37	42 43	48 49	
503					

TRANS NO.	S	REGULAR HOURS	OVERTIME HOURS	REGULAR SALARY AMOUNT	OT	OVERTIME AMOUNT	+ OR -	YQ
17 19 29	43	47 48	51 52	58 59	60	64 79	80	
400								
400								

THE SUM OF "A" MUST EQUAL "C"
"C" MINUS THE SUM OF ALL "B" MUST EQUAL "D"

TRANS NO.	STATE CODE	LOCAL CODE	F.I.T. WITHHELD	SOCIAL SECURITY WITHHELD	S.I.T. WITHHELD	MEDICARE WITHHELD	LOCAL TAX WITHHELD	NET PAY	GROSS PAY	+ OR -	YQ
17 19 20 21	22 23	27	33 34	39 40	46 47	51 52	57	63	70 71	78 79	80
500											
500											
500											

TRANS NO.	DED. NO.	AMOUNT	DED. NO.	AMOUNT	DED. NO.	AMOUNT	DED. NO.	AMOUNT	DED. NO.	AMOUNT	+ OR -	YQ
17 19 20 21	22	28 27 28 29	33 34 35 36	40 41 42 43	47 48 49 50	54 55 56 57	61 62 63 64	68 69 70 71	75 76 77 78	79 80		
550												
550												

TR CD	SPL PAY NO.	SH	SPECIAL PAY HOURS	SPECIAL PAY AMOUNT	+ OR -	YQ
17 18 19 29	43	47 52	58 79	80		
6						
6						
6						
6						

1 YQ INDICATOR
Y--Year to Date Only

2 SHIFT
Blank or
1--First Shift
2--Second Shift
3--Third Shift

3 ADJUSTMENT
INDICATOR
Blank or
(+)--Positive Update
(-)--Negative Update

4 OVERTIME
INDICATOR
Blank or
0--Overtime One
9--Overtime Two

EXAMPLE

How to update a manually Issued check for employee With only one local

In this example, the employee is time card required and the timesheet was not submitted until after both the regular and supplemental payrolls had run. This resulted in the employee not receiving a paycheck so a SAS-27 had to be processed.

There are multiple reasons why an employee would have to be paid by SAS-27.

Payroll Voucher

PA _____

Date _____

Org. Code _____

Agency Name _____

Org. Name _____

Company Number _____

From _____ To _____ Returning Retiree ☐ Reference Number _____

Template _____ Unit _____ Location _____ Activity _____

Rate _____

P-1 Employee ☐

Non P-1 in UPPS ☐

Non P-1 Other ☐

Total Disbursement Amt. _____

Hrs. Paid _____

Employment Date _____

Last Name & Initials

Social Security Number

Employee ID

Category	Amount	State Pay		Totals
Gross	\$121.72	\$121.72		Gross \$139.26
Social Security @ 6.2%	\$0.00	\$0.00	Soc. Sec. Taxable=	Soc. Sec. \$0.00
Medicare @ 1.45%	\$1.59	\$1.59	Medicare Taxable= \$109.72	Medicare \$3.18
Federal Tax	\$0.00			Federal \$0.00
State Tax	\$0.76			State \$0.76
Local Tax	\$2.13		Local Txbl. Name= 18-13 1.75%	Local \$2.13
Local Tax			Local Txbl. Name=	EE Retirement \$12.00
Retirement	\$12.00	\$15.95	Name/Wages Subject= 121.72 KERS	Savings Bonds
Retirement Payments		*		EE Health Ins.
Health Insurance		*		Misc. total
Short Fall		*		Total Net* \$121.19
State Paid Life Ins.		*		
Misc.				
Misc.				
Misc.				
Misc.				
Misc.				
Misc.				
Misc.				
Net Pay	\$105.24	\$139.26		

MEMO EE's hours not entered in PTLE.



I certify that all persons listed in payroll files with their Personnel Cabinet were legally appointed and present on every working day during the pay period except as indicated in the proper columns on this document and the amount set forth are legitimate claims against the Commonwealth of Kentucky. I hereby approve for payment those persons identified by the payroll number as indicated in the Personnel Cabinet files.

Employee Preparing Payroll

Date

Authorized Agency Signature

Phone # _____

I certify that the persons named on this document have been appointed in accordance with the provisions of KRS 18.110 to 18.360 and the Rules, Regulations and Orders thereunder.

Originals must be signed in RED

Original and 2 copies to Personnel

Secretary, Personnel Cabinet

Date

re: SAS27 Manual Payroll Voucher

SAS27b CERTIFICATION FORM

Name: _____ Emp ID# _____

[illegible]

Manual Pay Transaction

☐ Attached

☐ Entered on CICS on: _____
Date



I certify that the person listed on this SAS27 has not previously received this pay through UPPS.

Signature

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE

U = UPDATE

D = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)
 12 345 — — — —

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

- A = add new: this is used to add an update to the system.
- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the “enter” key to proceed to the manual pay menu.

06/14/2010

MANUAL PAY OPTIONS

12:56:59

OPTION: 1 EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

OPTION 1 - UPDATE EMPLOYEE WITH MANUAL CHECK (ONE LOCAL) 06/14/2010 12:57:31

COMPANY : 12345 EMPLOYEE NO: 0123456789 NAME: (OPT). _Smith, John_____

CHECK NUMBER: _999999999_____ CHECK DATE: 021810

PP BEGINING DATE: 011610_ PP END DATE: 013110_

SHIFT	REGULAR HRS	OVERTIME HRS	REG SAL/AMT	OT IND	OVERTIME AMOUNT
-	_500_	_____	_12172_	-	_____
-	_____	_____	_____	-	_____

FIT WITHHELD	_0_	SOC SEC WITHHELD	_0_
SIT WITHHELD	_76_	MEDICARE WITHHELD	_159_
LIT WITHHELD	_213_		
NET PAY	_10524_	GROSS PAY	_12172_

DED NO	DED AMOUNT	DED NO	DED AMOUNT	DED NO	DED AMOUNT	DED NO	DED AMOUNT
_04	_1200_	69	1595	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---
---	---	---	---	---	---	---	---

SP PAY NO	SHIFT	SP PAY HRS	SP PAY AMT	SP PAY NO	SHIFT	SP PAY HRS	SP PAY AMT
---	-	---	---	---	-	---	---
---	-	---	---	---	-	---	---

053 RECORD READY FOR UPDATE

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = VALIDATE MODE: A

Make certain you record the hours and pay correctly—do **not** put 9XX hours and pay under regular hours and pay. Enter 9XX time correctly at the bottom of the screen so that the system will update correctly.

The payperiod beginning and end dates must match valid beginning and end dates. For example, 010104 and 011504 are valid beginning and end dates. 010704 and 011504 are not; 010704 is not a payperiod beginning date. Even if the period being paid represents only a certain number of days in a payperiod, use the beginning and end date for the entire payperiod. If the payment spans multiple payperiods, choose 1 to use; do **not** span multiple payperiods with the dates on this transaction.

If the gross minus deductions and taxes does not equal the net, the transaction will not be accepted and you will get an error message. If the special and regular pay do not equal the gross, the transaction will not be accepted and you will get an error message.

This update is for use with an employee with one local tax. If the employee has more than one local tax entity, please use option 2 of manual pay transactions.

QUARTERLY EMPLOYEE HISTORY FILE

REPORT P128

TIME: 15.35.32

REPORT DATE- 05/20/10 PEUPPYP2

(CONTROL TOTALS BY COMPANY/SSN)

PAGE NUMBER- 12608

C DATE	END DATE	GROSS PAY	FED. TAX	STATE TX	LOCAL TX	S.S. TXBL	TAX	MEDICARE	EMP	RETIR	DEF	COMP	OTHER DED	NET PAY	CHECK NO.	
			FED. TXBL		S.S. TXBL		MEDI TXBL		FLEX-SPEND		CAFE PLAN					
123-45-6789	JOHN SMITH															
1/15/10	12/31/09	1624.40	120.38	70.33	28.43	0.00	0.00	21.03	160.08	0.00	0.00	186.00	1038.15	911171394		
			1450.57			0.00	1450.57			0.00	0.00	13.75				
1/29/10	1/15/10	1624.40	125.03	70.29	28.43	0.00	0.00	21.04	160.08	0.00	0.00	174.75	1044.78	911202938		
			1450.57			0.00	1450.57			0.00	0.00	13.75				
2/12/10	1/31/10	1502.68	108.57	63.92	26.30	0.00	0.00	19.44	148.09	0.00	0.00	186.00	950.36	911234538		
			1340.84			0.00	1340.84			0.00	0.00	13.75				
ADJ 2/18/10	1/31/10	121.72	0.00	0.76	2.13	0.00	0.00	1.59	12.00	0.00	0.00	0.00	105.24	90009999999		
			0.00			0.00	109.72			0.00	0.00	0.00				
2/26/10	2/15/10	1624.40	125.03	70.29	28.43	0.00	0.00	21.03	160.08	0.00	0.00	174.75	1044.79	911266358		
			1450.57			0.00	1450.57			0.00	0.00	13.75				
3/15/10	2/28/10	1624.40	125.03	70.29	28.43	0.00	0.00	21.04	160.08	0.00	0.00	186.00	1033.53	911298013		
			1450.57			0.00	1450.57			0.00	0.00	13.75				
3/30/10	3/15/10	1624.40	125.03	70.29	28.43	0.00	0.00	21.03	160.08	0.00	0.00	174.75	1044.79	911329730		
			1450.57			0.00	1450.57			0.00	0.00	13.75				
4/15/10	3/31/10	1624.40	125.03	70.29	28.43	0.00	0.00	21.03	160.08	0.00	0.00	186.00	1033.54	911361547		
			1450.57			0.00	1450.57			0.00	0.00	13.75				
4/30/10	4/15/10	1624.40	125.03	70.29	28.43	0.00	0.00	21.04	160.08	0.00	0.00	174.75	1044.78	911393488		
			1450.57			0.00	1450.57			0.00	0.00	13.75				
5/14/10	4/30/10	1624.40	125.03	70.29	28.43	0.00	0.00	21.03	160.08	0.00	0.00	186.00	1033.54	911425376		
			1450.57			0.00	1450.57			0.00	0.00	13.75				
5/28/10	5/15/10	1624.40	125.03	70.29	28.43	0.00	0.00	21.03	160.08	0.00	0.00	174.75	1044.79	911457284		
			1450.57			0.00	1450.57			0.00	0.00	13.75				
16244.00			1229.19	697.33	284.30	0.00	0.00	210.33	1600.81	0.00	0.00	1803.75	10418.29			
			14395.97		0.00		14505.69		0.00		0.00		137.50			

EXAMPLE

How to update a manually Issued check for employee With more than one local

In this example, the employee did not receive a full pay check due to error when entering time. The payroll officer was not aware of the error until after both the regular and supplemental payrolls had run. A SAS-27 was processed for the difference the employee was due.

This option differs from Option 1 because the employee is set up for two local tax codes.

Payroll Voucher

PA _____

Date _____

Org.
Code _____

Agency Name _____

Org. Name _____

Company Number _____

From _____ To _____ Returning Retiree ☐ Reference Number _____

Template _____ Unit _____ Location _____ Activity _____

Rate _____

P-1 Employee ☐


Non P-1 in UPPS ☐

Non P-1 Other ☐

Total Disbursement Amt. _____

Hrs. Paid _____

Employment Date _____

Last Name & Initials			Social Security Number		Employee ID	
Category	Amount	State Pay			Totals	
Gross	\$150.00	\$150.00			Gross	\$178.33
Social Security @ 6.2%	\$8.84	\$8.84	Soc. Sec. Taxable=	\$142.50	Soc. Sec.	\$17.68
Medicare @ 1.45%	\$2.07	\$2.07	Medicare Taxable=	\$142.50	Medicare	\$4.14
Federal Tax	\$2.00				Federal	\$2.00
State Tax	\$6.00				State	\$6.00
Local Tax	\$1.35		Local Txbl. Name=	05/63 1% 90 \$150.00	Local	\$1.73
Local Tax	\$0.38		Local Txbl. Name=	18/37 2.5% 10 \$150.00	EE Retirement	\$7.50
Retirement	\$7.50	\$17.42	Name/Wages Subject=	KERS \$150.00	Savings Bonds	
Retirement Payments		*			EE Health Ins.	
Health Insurance		*			Misc. total	
Short Fall		*			Total Net*	\$139.28
State Paid Life Ins.		*			MEMO EE Paid in Error	
Misc.						
Misc.						
Misc.						
Misc.						
Misc.						
Misc.						
Misc.						
Net Pay	\$121.86	\$178.33				



I certify that all persons listed in payroll files with the Personnel Cabinet were legally appointed and present on every working day during the pay period except as indicated in the proper columns on this document and the amount set forth are legitimate claims against the Commonwealth of Kentucky. I hereby approve for payment those persons identified by the payroll number as indicated in the Personnel Cabinet files.

Employee Preparing Payroll _____
Phone # _____

Date _____

Authorized Agency Signature _____

I certify that the persons named on this document have been appointed in accordance with the provisions of KRS 18.110 to 18.360 and the Rules, Regulations and Orders thereunder.

re: SAS27 Manual Payroll Voucher

SAS27b CERTIFICATION FORM

Name: _____ Emp ID# _____

[illegible]

Manual Pay Transaction

- ☐ Attached
- ☐ Entered on CICS on:

Date _____



I certify that the person listed on this SAS27 has not previously received this pay through UPPS.

Signature

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE

U = UPDATE

D = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)
 12 345 _ _ _ _ _

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

- A = add new: this is used to add an update to the system.
- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

06/14/2010

MANUAL PAY OPTIONS

12:56:59

OPTION: 2 EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND
 ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

OPTION 2: UPDATE A MANUALLY ISSUED CHECK WITH TWO LOCALS 06/14/2010 12:58:03

COMPANY : 12345 EMPLOYEE NO: 0123456789 NAME: (OPT). _smith, john_____

CHECK NUMBER: _9999999_____ CHECK DATE: 061710

PP BEGINING DATE: 051610__ PP END DATE: 053110__

SHIFT REGULAR HRS OVERTIME HRS REG SAL/AMT OT IND OVERTIME AMOUNT

- _500_____ 15000__ - _____
- _____ - _____

STATE: 05 LOCAL: 63

FIT W/H: _200_____ SS W/H: _884_____ SIT W/H: _600_____ MEDICARE W/H: _207_____

LIT W/H: _135_____ NET PAY: _12186_____ GROSS PAY: 15000__

STATE: 18_ LOCAL: 37_

LIT W/H: _38_____

DED NO DED AMOUNT DED NO DED AMOUNT DED NO DED AMOUNT DED NO DED AMOUNT

04 750__ 69 _1742 _____

SP PAY NO SHIFT SP PAY HRS SP PAY AMT SP PAY NO SHIFT SP PAY HRS SP PAY AMT

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

See notes for option 1.

If you are trying to update to more than two locals you will need to contact the Payroll Branch for assistance. In this case, the adjustment would need to be done on paper forms.

EXAMPLE

How to reverse a check From this quarter that Is being redeposited

In this example, a check was issued for an employee that should have been on leave without pay the whole pay period. This could have happened for several reasons such as the timesheet was submitted incorrectly or an entry error by the payroll officer. Since the employee is not due the check, it has to be reversed (subtracted) from their payroll record. This adjustment was processed within the same quarter that the check was issued.

Request for Refund on Payroll

Date _____

Payment Type(X)

☐ P-1 Employee☐ Non P-1 Emp. In UPPS☐ Non P-1 Emp. Other

Checks Made Payable to(X)

☐ KY State Treasurer☐ Emp. & KY State Treasurer☐ Employee

Agency Name _____

Org. Name _____

Org. Code _____

Manual Pay Adj. Made ☐ Attached ☐ Entered on CICS

Check Number _____ Date _____

Template	Unit	Org.	Activity	Memo/Reference

Company # _____

Period From _____ to _____

Retired employed after 9/1/08	Re- employed after 9/1/08
<input type="checkbox"/>	<input type="checkbox"/>

Last Name and Initials _____

Social Security Number _____

Employee ID _____

Amount	State Pay	Rate	Hours W/Pay	Grand Total
Gross	\$2,288.91	\$2,288.91		\$2,641.35
Social Security @6.2%	\$0.00	\$0.00	Social Security Taxable =	Total Social Security
Medicare @ 1.45%	\$29.59	\$29.59	Medicare Taxable = \$2,040.45	Total Medicare
Federal Tax	\$312.98			Federal Tax
State Tax	\$105.33			State Tax
Local Tax %	\$22.89		Local Taxable = Code 31-20 2288.91 1%	Total Local Tax
Local Tax %			Local Taxable = Code	
Local Tax %			Local Taxable = Code	
Local Tax %			Local Taxable = Code	
Local Tax %			Local Taxable = Code	
Local Tax %			Local Taxable = Code	
Retirement	\$248.46	\$322.85	Name KTRS Wages Subject = \$2,288.91	Employee Retirement
Retirement Payments				Retirement Payments
Health Insurance				Health Ins. Contribution
Shortfall				Total Insurance/FSA
FSA				Bond
Bond				State Paid Life Ins.
State Paid Life Ins.				Misc.
Misc.				Misc.
Misc.				Misc.
Misc.				Misc.
Misc.				Total Misc.
Net Pay	\$1,569.66	\$2,641.35		\$1,892.51

**Preparer's Signature _____

Phone Number _____

Date _____

**Authorized Agency Signature _____

Date _____

Original and 4 copies to
Treasury

**Sign Original in Red

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE

U = UPDATE

D = DELETE

COMPANY: CC DDD
12 345

ORG CODES: DD BB SS UU (OPTIONAL)

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

- A = add new: this is used to add an update to the system.
- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the “enter” key to proceed to the manual pay menu.

06/14/2010 MANUAL PAY OPTIONS 12:56:59

OPTION: 3 EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

06/14/2010

12:58:36

OPTION 3 - REVERSE A CHECK FROM THIS QUARTER AND REDEPOSIT

COMPANY NO: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) __smith, john__

CHECK NUMBER: 12244264__

CHECK DATE: 041510__

PERIOD ENDING DATE: _033110_

YQ INDICATOR _Q_

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

Notes about option 3:

Should only use **Q** as the indicator.

This can only be used to reverse a check from the same quarter. If the check you are trying to reverse is from a different quarter, the backout record will not be found and the action will reject.

The quarters end March 30th (3/15 pay period), June 30th (6/15 pay period), September 30th (9/15 pay period), and December 30th (12/15 pay period).

It is imperative that the check number and date match the record. Take the check number and date from the Report 10 in PERPAY2R or S in Document Direct or from the QEHS; do **not** take them from the check or stub (these reflect the eMARS number and printing date). If the check number and date do not match what is in our system, the action will reject. Remember that all EFT numbers must start with the 9.

AGENCY 12345
TIME: 14.47.05

REPORT DATE- 06/14/10 PEUPPY2 (CONTROL TOTALS BY COMPANY/SSN)

QUARTERLY EMPLOYEE HISTORY FILE

REPORT P128
PAGE NUMBER- 13097

C DATE	END DATE	GROSS PAY	FED. TAX	STATE TX	LOCAL TX	S.S. TXBL	TAX	MEDICARE	EMP	RETIR	DEF	COMP	OTHER DED	NET PAY	CHECK NO.
			FED. TXBL				S.S. TXBL	MEDI	TXBL				CAFE PLAN		
<hr/>															
123-45-6789	SMITH	R JOHN													
4/14/10	3/31/10	572.22	0.00	14.07	123.456	789.00	0.00	7.39		62.11	0.00	0.00	0.00	482.93	12249026
4/15/10	3/31/10	2288.91	510.11	105.33	22.89	0.00	0.00	510.11		248.46	0.00	0.00	0.00	1569.66	12244264
4/30/10	4/15/10	2288.91	2040.45	102.83	22.89	0.00	0.00	2040.45		248.46	0.00	0.00	0.00	1686.23	911394091
3XX 5/01/10	0/00/00	-2288.91	-312.98	-105.33	-22.89	0.00	0.00	-29.59		-248.46	0.00	0.00	0.00	-1569.66	888888888
5/13/10	4/30/10	108.69	-312.98	0.00	1.09	0.00	0.00	-2040.45		11.80	0.00	0.00	0.00	94.39	12273126
5/14/10	4/30/10	2375.86	96.89	106.53	23.76	0.00	0.00	96.89		257.90	0.00	0.00	0.00	1728.56	911425979
5/28/10	5/15/10	2375.86	2104.21	106.53	23.76	0.00	0.00	2104.21		257.90	0.00	0.00	13.75	1652.77	911457889
6/15/10	5/31/10	2375.86	2104.21	106.53	23.76	0.00	0.00	2104.21		257.90	0.00	0.00	13.75	1728.56	911489910
			10097.40	843.46	436.49	100.98	0.00	129.92		1096.07	0.00	0.00	117.04	7373.44	
			10687.55				0.00	8960.08			0.00		41.25		

EXAMPLE

How to reverse a check From a prior quarter that Is being redeposited

This example is the same as in Option 3 except that the check to be reversed is for a prior quarter and has to be processed the “long way”.

Request for Refund on Payroll

Date _____

Payment Type(X)

☐ P-1 Employee

Checks Made Payable to(X)

☐ KY State Treasurer

Agency Name _____

☐ Non P-1 Emp. In UPPS☐ Emp. & KY State Treasurer

Org. Name _____

☐ Non P-1 Emp. Other☐ Employee

Org. Code _____

Manual Pay Adj. Made

☐ Attached☐ Entered on CICS

Check Number _____ Date _____

Template	Unit	Org.	Activity	Memo/Reference

Company # _____

Period From _____ to _____

 Retired Re-
employed after
9/1/08
☐

Last Name and Initials _____

Social Security Number _____

Employee ID _____

	Amount	State Pay	Rate	Hours W/Pay	Grand Total
Gross	\$2,288.91	\$2,288.91			\$2,641.35
Social Security @6.2%	\$0.00	\$0.00	Social Security Taxable =	Total Social Security	
Medicare @ 1.45%	\$29.59	\$29.59	Medicare Taxable =	Total Medicare	\$59.18
Federal Tax	\$312.98			Federal Tax	\$312.98
State Tax	\$105.33			State Tax	\$105.33
Local Tax %	\$22.89		Local Taxable = Code 31-20 2288.91 1%		
Local Tax %			Local Taxable = Code		
Local Tax %			Local Taxable = Code		
Local Tax %			Local Taxable = Code		
Local Tax %			Local Taxable = Code	Total Local Tax	\$22.89
Retirement	\$248.46	\$322.85	Name KTRS Wages Subject = \$2,288.91	Employee Retirement	\$248.46
Retirement Payments				Retirement Payments	
Health Insurance					
Shortfall				Health Ins. Contribution	
FSA				Total Insurance/FSA	
Bond				Bond	
State Paid Life Ins.				State Paid Life Ins.	
Misc.					
Misc.					
Misc.					
Misc.					
Misc.				Total Misc.	
Net Pay	\$1,569.66	\$2,641.35			\$1,892.51

**Preparer's Signature _____

Phone Number _____

Date _____

**Authorized Agency Signature _____

Date _____

Original and 4 copies to
Treasury

**Sign Original in Red

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE

U = UPDATE

D = DELETE

COMPANY: CC DDD
12 345

ORG CODES: DD BB SS UU (OPTIONAL)
_ _ _ _ _

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

- A = add new: this is used to add an update to the system.
- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the “enter” key to proceed to the manual pay menu.

06/14/2010 MANUAL PAY OPTIONS 12:56:59

OPTION: 4 EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND
 ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

OPTION 4 - REVERSE CHECK FROM PRIOR QUARTER AND REDEPOSIT 06/14/2010 12:59:11

COMPANY : 12345 EMPLOYEE NO: 0123456789 NAME: (OPT). __smith, john__

CHECK NUMBER: _12244264_ CHECK DATE: _041510_

PP BEGINING DATE: 031610_ PP END DATE: _033110_

SHIFT	REGULAR HRS	OVERTIME HRS	REG SAL/AMT	OT IND	OVERTIME AMOUNT
-	_2250_	_____	_228891	-	_____
-	_____	_____	_____	-	_____

STATE: 31 LOCAL: 20

FIT W/H: _31298_ SS W/H: _0_ SIT W/H: 10533_ MEDICARE W/H: _2959_
LIT W/H: _2289_ NET PAY: _156966_ GROSS PAY: _228891_

STATE: _	LOCAL: _	LIT W/H: _____
STATE: _	LOCAL: _	LIT W/H: _____
STATE: _	LOCAL: _	LIT W/H: _____
STATE: _	LOCAL: _	LIT W/H: _____

DED NO	DED AMOUNT	DED NO	DED AMOUNT	DED NO	DED AMOUNT	DED NO	DED AMOUNT
04	24846	69	32285	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

SP PAY NO SHIFT	SP PAY HRS	SP PAY AMT	SP PAY NO SHIFT	SP PAY HRS	SP PAY AMT
_____	-	_____	_____	-	_____
_____	-	_____	_____	-	_____

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

This is the "long way" to reverse a check. It is used when the check is from a prior quarter or in some other situations in which you cannot reverse a check against the record using option 3. As with options 1 and 2 (updating for a manually issued check) it is important to record the information accurately. You will need to pull Report 10 from PERPAY2R or S on the check you are reversing because it shows what actually came out of the check and you always use the amounts from this report. Report special pay hours and pay under special pay, not under regular hours and pay. The guidelines for this screen are similar to those for option 1.

[illegible]

EXAMPLE

How to adjust for a Local Tax Refund

In this example, the employee was set up in error with local tax code 18-13, Frankfort local tax. Since their work locality does not have a local tax (would be set up as 18-00 on the C screen) a refund was requested on the full amount of local tax withheld.

Date	_____	Payment Type(X)	<input type="checkbox"/> P-1 Employee	Checks Made Payable to(X)	<input type="checkbox"/> KY State Treasurer
Agency Name	_____	<input type="checkbox"/> Non P-1 Emp. In UPPS	<input type="checkbox"/> Emp. & KY State Treasurer		
Org. Name	_____	<input type="checkbox"/> Non P-1 Emp. Other	<input checked="" type="checkbox"/> Employee		
Org. Code	_____	Manual Pay Adj. Made	<input type="checkbox"/> Attached	<input checked="" type="checkbox"/> Entered on CICS	
		Check Number		Date	

Company #		Period From		to		Retired	Re
Last Name and Initials		Social Security Number		Employee ID		employed	after
						9/1/08	

****Preparer's Signature** Phone Number Date ****Authorized Agency Signature** Date

****Sign Original in Red**

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: A

A = ADD NEW

I = INQUIRE

U = UPDATE

D = DELETE

COMPANY: CC DDD
 12 345

ORG CODES: DD BB SS UU (OPTIONAL)
 — — — —

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

- A = add new: this is used to add an update to the system.
- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the “enter” key to proceed to the manual pay menu.

06/14/2010

MANUAL PAY OPTIONS

12:56:59

OPTION: 5 EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND
 ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

06/25/2010

12:54:25

OPTION 5 - LOCAL TAX REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) _Doe, John_____

CHECK NUMBER: 999999999 CHECK DATE: 061510_____

PP BEGIN DATE: 051610_____ PP END DATE: 053110_____

QTR (Q) OR YTD (Y) IND: Y_

STATE: 18__ LOCAL: 13__

LOCAL TAX WITHHELD: 4093 NET PAY: 4093
(AMOUNT OF REFUND) (AMOUNT OF REFUND)

LOCAL TAXABLE YTD: 233928
(ZERO FILL WHEN TAXABLE NOT AFFECTED)

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

Notes:

If you need to update more than one local code then you will need to contact the Payroll Branch for assistance. In this case, paper forms may need to be filled out.

Examples:

Of when taxable would NOT be affected: if you set the EE up for 18-13 and it should have been 18-99. You would do a request for refund on the amount that was deducted under 18-13 and apply the appropriate amount to 18-99. The taxable is still the same so you would just zero fill the Local Taxable YTD.

Of when the taxable WOULD be affected: if you set the EE up for 18-13 but should have been 18-00. You would do a request for refund to get the amount that was deducted under 18-13 to give back to the EE. You would figure the taxable amount that was affected and would put that amount in the Local Taxable YTD.

EXAMPLE

How to update for a FIT or SIT Tax refund

In this example, the employee completed a W-4 and K-4 form to be exempt from tax but the payroll officer didn't set it up correctly on the C screen causing tax to be withheld. If you have both a state and federal tax refund on the same employee at the same time, you can only enter one update at a time. For example: you would enter the FIT amount first and let that update and then you could enter the SIT amount and let it update.

*Normally we do not request a refund on federal and state taxes because it is usually taken care of when the employee files their taxes.

Request for Refund on Payroll

Date _____

Agency Name _____

Org. Name _____

Org. Code _____

Payment Type(X)

☐ P-1 Employee☐ Non P-1 Emp. In UPPS☐ Non P-1 Emp. Other

Checks Made Payable to(X)

☐ KY State Treasurer☐ Emp. & KY State Treasurer☐ Employee

Manual Pay Adj. Made

☐ Attached☐ Entered on CICS

Check Number _____ Date _____

Template	Unit	Org.	Activity	Memo/Reference

Company # _____ Period From _____ to _____

Retired employed after 9/1/08	Re- employed after 9/1/08
<input type="checkbox"/>	<input type="checkbox"/>

Last Name and Initials _____

Social Security Number _____

Employee ID _____

	Amount	State Pay	Rate	Hours W/Pay	Grand Total
Gross					
Social Security @6.2%			Social Security Taxable =		Total Social Security
Medicare @ 1.45%			Medicare Taxable =		Total Medicare
Federal Tax	\$125.10				Federal Tax \$125.10
State Tax	\$40.50				State Tax \$40.50
Local Tax %			Local Taxable= Code		
Local Tax %			Local Taxable= Code		
Local Tax %			Local Taxable= Code		
Local Tax %			Local Taxable= Code		
Local Tax %			Local Taxable= Code		
Local Tax %			Local Taxable= Code		Total Local Tax
Retirement			Name _____ Wages Subject=		Employee Retirement
Retirement Payments					Retirement Payments
Health Insurance					
Shortfall					Health Ins. Contribution
FSA					Total Insurance/FSA
Bond					Bond
State Paid Life Ins.					State Paid Life Ins.
Misc.					
Misc.					
Misc.					
Misc.					
Misc.					Total Misc.
Net Pay	\$165.60				

**Preparer's Signature _____

Phone Number _____

Date _____

**Authorized Agency Signature _____

Date _____

Original and 4 copies to
Treasury

**Sign Original in Red

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE

U = UPDATE

D = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)
 12 345 _ _ _ _ _

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

Access modes are as follows:

- A = add new: this is used to add an update to the system.
- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

06/14/2010 MANUAL PAY OPTIONS 12:56:59

OPTION: 6 EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

06/25/2010

12:56:49

OPTION 6 - FIT OR SIT TAX REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) _smith, john_____

CHECK NUMBER: _123456788_____ CHECK DATE: 033010_____
PP BEGIN DATE: 030110 _____ PP END DATE: 031510_____

FIT WITHHELD: _____ NET PAY: 4050_____
 (AMOUNT OF REFUND) (AMOUNT OF REFUND)

SIT WITHHELD 4050_____
 (AMOUNT OF REFUND)

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

Normally we do not request a refund on federal and state taxes because it is usually taken care of when employees file their taxes.

This does not affect/reduce the taxables. Even if an employee chooses to be exempt their wages will be reported on the W-2.

Examples:

Of when you might request a refund on federal tax amount withheld: if you received a W-4 from an employee but not enter the change on the C screen before payroll ran and caused more tax to be withheld then would have been if change had been entered before payroll ran. The payroll officer contacted the employee and told them employee the change didn't get entered in time and the employee insisted you refund the difference.

Employee completed a W-4 or K-4 form to be exempt but payroll officer didn't set up correctly and caused tax to be withheld: Payroll officer made the employee aware of this mistake and did a request for refund to get the money back.

06/25/2010

12:56:49

OPTION 6 - FIT OR SIT TAX REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) _smith, john_____

CHECK NUMBER: _123456788_____ CHECK DATE: 033010_____
PP BEGIN DATE: 030110 _____ PP END DATE: 031510_____

FIT WITHHELD: _12510_____ NET PAY: _12510_____
(AMOUNT OF REFUND) (AMOUNT OF REFUND)

SIT WITHHELD: _____
(AMOUNT OF REFUND)

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

Normally we do not request a refund on federal and state taxes because it is usually taken care of when employees file their taxes.

This does not affect/reduce the taxables. Even if an employee chooses to be exempt their wages will be reported on the W-2.

Examples:

Of when you might request a refund on federal tax amount withheld: if you received a W-4 from an employee but not enter the change on the C screen before payroll ran and caused more tax to be withheld then would have been if change had been entered before payroll ran. The payroll officer contacted the employee and told them employee the change didn't get entered in time and the employee insisted you refund the difference.

Employee completed a W-4 or K-4 form to be exempt but payroll officer didn't set up correctly and caused tax to be withheld: Payroll officer made the employee aware of this mistake and did a request for refund to get the money back.

EXAMPLE

How to adjust a pre-tax refund on CURRENT W-2 for TERMINATED employee when there are no more payrolls to self-adjust FICA

In this example, health insurance was withheld in error for a terminated employee in the 3/16 – 3/31/10 pay period. This could happen for several reasons such as the insurance coordinator being unaware the employee terminated. Since there are no more payrolls for the system to self-adjust the amount due for social security and medicare, a SAS-27 is processed to withhold the tax before the refund is sent to the employee.

NOTE: If the check is made payable to Kentucky State Treasury then you will need to do a SAS-27 like the example attached because Social Security and Medicare need to be paid and the employee will get the NET pay only.

If the check is made payable to the employee you can deposit that check into your agency account and do a SAS-27 like the example attached so that Social Security and Medicare get deducted from the refund amount and you won't have to worry about trying to get the FICA back from the employee.

Payroll Voucher

PA

Date May 18, 2010

Agency Name _____

Org.
Code _____

Org. Name _____

Company Number _____

From _____ To _____ Returning Retiree ☐

Reference Number _____

P-1 Employee ☐

Non P-1 in UPPS ☐

Non P-1 Other ☐

Template _____ Unit _____ Location _____ Activity _____

Rate _____

Total Disbursement Amt. \$55.72

Hrs. Paid _____

Employment Date _____

Last Name & Initials

Social Security Number

Employee ID

Category	Amount	State Pay			Totals	
Gross	\$51.76	\$51.76			Gross	\$55.72
Social Security @ 6.2%	\$3.21	\$3.21	Soc. Sec. Taxable=	\$51.76	Soc. Sec.	\$6.42
Medicare @ 1.45%	\$0.75	\$0.75	Medicare Taxable=	\$51.76	Medicare	\$1.50
Federal Tax					Federal	
State Tax					State	
Local Tax			Local Txbl. Name=		Local	
Local Tax			Local Txbl. Name=		EE Retirement	
Retirement			Name/Wages Subject=		Savings Bonds	
Retirement Payments			*		EE Health Ins.	
Health Insurance			*		Misc. total	
Short Fall			*		Total Net*	\$47.80
State Paid Life Ins.			*			
Misc.					MEMO Pre-tax health insurance refund for terminated employee	
Misc.						
Misc.						
Misc.						
Misc.						
Misc.						
Misc.						
Net Pay	\$47.80	\$55.72				



I certify that all persons listed in payroll files with their Personnel Cabinet were legally appointed and present on every working day during the pay period except as indicated in the proper columns on this document and the amount set forth are legitimate claims against the Commonwealth of Kentucky. I hereby approve for payment those persons identified by the payroll number as indicated in the Personnel Cabinet files.

5/18/10

Employee Preparing Payroll

Date

Authorized Agency Signature

Phone # _____

I certify that the persons named on this document have been appointed in accordance with the provisions of KRS 18.110 to 18.360 and the Rules, Regulations and Orders thereunder.

Originals must be signed in RED
Original and 2 copies to Personnel

Secretary, Personnel Cabinet

Date

SAS 27 CERTIFICATION FORM

Name: _____ Emp. SSN _____
Emp ID# _____

Pay Period	Semi-Monthly Salary	Gross Amount Due	Explanation
		\$51.76	Pre-tax health insurance
			refund for terminated
			employee

Manual Pay Transaction

☐ Attached

☒ Entered on CICS on: _____



I certify that the person listed on this SAS27 has not previously received this pay through UPPS.

Date

Signature

Phone # _____

Date _____

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: A

A = ADD NEW

I = INQUIRE

U = UPDATE

D = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)
 12 345 — — — —

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

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- A = add new: this is used to add an update to the system.
- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

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06/14/2010 MANUAL PAY OPTIONS 12:56:59

OPTION: 7 EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND
 ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

01/15/2005

08:27:01

OPTION 7 - RETIREMENT, PREM CONVERSION, FSA OR DEFERRED COMP REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) _____

MASTER FILE ACCUMULATIONS:

DED NO: 20 DED AMT: 5176 _____

EMPLOYEE SHARE

DED NO: DED AMT: _____

STATE SHARE

NOTE: DEDUCTION 45 (457/401K) AND DEDUCTION 46, 47 AND 48 (403B)
MUST BE CODED AS A "C".

ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE: A

- A. SOCIAL SECURITY AND MEDICARE
- B. MEDICARE ONLY
- C. NO SOCIAL SECURITY OR MEDICARE

TAX FILE ACCUMULATIONS:

STATE CODE: 18 LOCAL CODE: 13

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

This screen is used to update for refunds made to employees of pretax deductions including retirement contributions, pretax retirement installment purchase agreement payments, medical or daycare flexible spending account contributions, and deferred compensation.

At the "ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE" field, the majority of state employees will be "A. SOCIAL SECURITY AND MEDICARE." Employees in teachers retirement are primarily "B. MEDICARE ONLY," with a few being "C. NO SOCIAL SECURITY OR MEDICARE;" check the employee's FICA status. When updating for a deferred compensation refund for an employee, choose "C. NO SOCIAL SECURITY OR MEDICARE," as Social Security and Medicare were already paid on the deduction and do not need to be updated (deferred compensation is not subject to FIT or sit, but is subject to Social Security and Medicare).

PERSONNEL CABINET
MASTER FILE ACCUMULATIONS 1

PEPOT018
01/15/2005 09:45:00

COMPANY: 12345
EMPLOYEE NO. 0 123456789

300 TRANSACTION

SELECT ONE (Y, Q): _ (Y/Q INDICATOR FOR THIS TRANSACTION ONLY) TOTAL
I REG PAY I OT PAY I OT PAY2 I SHIFT2 I SHIFT3 I NET PAY I VOL DED

320 TRANSACTION

GROSS PAY FIT TXBLE SIT TXBLE LOCAL TXBLE
I YTD I YTD I YTD I YTD

OPTION 7 WILL TAKE CARE OF THIS SCREEN

325 TRANSACTION

SOCIAL SECURITY TOTAL FICA MEDICARE
I TXBLE YTD (EE) I TXBLE YTD (ER) I TXBL YTD (EE)

EXTRACT (Y = EXTRACT):

053 RECORD READY FOR UPDATE

PF1=MENU PF3=END ENTER=PROCEED

MODE=ADD

Option 7 will take care of this screen for you.

330 TRANSACTION: (ALL FIELDS YTD)

335 TRANSACTION: (ALL FIELDS YTD)

OPTION 7 WILL TAKE CARE OF THIS TRANSACTION

MODE: ADD

PERSONNEL CABINET
TAX FILE ACCUMULATIONS 1
COMPANY: 12345
EMPLOYEE NO: 0 123456789

PEPOT030
01/15/2005 09:46:58

STATE CODE: 18 LOCAL CODE: 13

TRANSACTION 355: GROSS PAY GROSS PAY
 I QTD I YTD
 - - - -

TRANSACTION 356: FIT NON-TXBLE
 I YTD
 - OPTION 7 WILL FIX THIS TRANSACTION

TRANSACTION 357/360:
SELECT ONE (Y OR Q): Y

	SOC SEC	SIT	LOCAL	TOTAL FICA
I FIT W/H	I W/H (EE)	I W/H	I W/H	I W/H (ER)
-	+ 321	-	-	+ 396

EXTRACT (Y = EXTRACT): Y
053 RECORD READY FOR UPDATE
PF1=MENU PF3=END ENTER=PROCEED
MODE: ADD

PERSONNEL CABINET PEPOT034
TAX FILE ACCUMULATIONS 2 01/15/2005 09:47:19
COMPANY: 12345
EMPLOYEE NO: 0 123456789

STATE CODE: __ LOCAL CODE: __

TRANSACTION 365/370:
SELECT ONE (Y OR Q):

FIT	SIT	LOCAL	SOC SEC TAXABLE	TOTAL FICA
I TAXABLE	I TAXABLE	I TAXABLE	I (EE)	I TAXABLE
__ <u>OPTION 7 WILL TAKE FIX THESE TRANSACTIONS</u>				

EXTRACT (Y = EXTRACT): _

053 RECORD READY FOR UPDATE
PF1=MENU PF3=END ENTER=PROCEED MODE: ADD

Option 7 will take care of this screen for you.

EXAMPLE

How to adjust a PRE-TAX FSA (Deduction #07 or #08) refund for ACTIVE employee in current record

In this example, an employee had a qualifying event allowing them to decrease their FSA deduction #07 amount but it wasn't changed on the correct payroll. This could happen for several reasons such as the effective date of the qualifying event and the amount of time the employee has to submit the application.

NOTE: Since the employee is Active and it is current year record the only thing that needs to be done is the Option 7 thru Manual Pay Adjustments because the system will self-adjust the taxes once the next payroll is run. Please see attached example.

Personnel Cabinet
Department of Employee Insurance
Flexible Benefits Branch
501 High Street – State Office Building
Frankfort, KY 40601



Refund Request

FSA/HRA Contribution Overpayment

Employee Name:	
Social Security Number:	
Amount:	
Pay Period:	
Plan Year:	
Company Number:	
Reason for Refund:	

Make Check Payable to:	
IC:	
Agency:	
Address:	

I, _____, will distribute the above refund(s) and will adjust the employee's payroll records accordingly.

Date: _____ Signature: _____

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE

U = UPDATE

D = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)
 12 345 — — — —

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

The manual pay security screen will only allow a user access to the cost centers for which he or she is authorized to update.

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- I = inquire: this is used to view an update already keyed into the system but not yet processed.
- U = update: this is used to make changes to an update already keyed into the system but not yet processed.
- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the “enter” key to proceed to the manual pay menu.

06/14/2010 MANUAL PAY OPTIONS 12:56:59

OPTION: 7 EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND
 ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

01/15/2005

08:27:01

OPTION 7 - RETIREMENT, PREM CONVERSION, FSA OR DEFERRED COMP REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) _____

MASTER FILE ACCUMULATIONS:

DED NO: 07 DED AMT: refund amount

EMPLOYEE SHARE

DED NO: DED AMT:

STATE SHARE

NOTE: DEDUCTION 45 (457/401K) AND DEDUCTION 46, 47 AND 48 (403B)
MUST BE CODED AS A "C".

ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE: A

A. SOCIAL SECURITY AND MEDICARE

B. MEDICARE ONLY

C. NO SOCIAL SECURITY OR MEDICARE

TAX FILE ACCUMULATIONS:

STATE CODE: 18 LOCAL CODE: 13

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

This screen is used to update for refunds made to employees of pretax deductions including retirement contributions, pretax retirement installment purchase agreement payments, medical or daycare flexible spending account contributions, and deferred compensation.

At the "ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE" field, the majority of state employees will be "A. SOCIAL SECURITY AND MEDICARE." Employees in teachers retirement are primarily "B. MEDICARE ONLY," with a few being "C. NO SOCIAL SECURITY OR MEDICARE;" check the employee's FICA status. When updating for a deferred compensation refund for an employee, choose "C. NO SOCIAL SECURITY OR MEDICARE," as Social Security and Medicare were already paid on the deduction and do not need to be updated (deferred compensation is not subject to FIT or sit, but is subject to Social Security and Medicare).

EXAMPLE

How to adjust a PRE-TAX Health Insurance refund for ACTIVE employee in current record

In this example, an employee had a qualifying event allowing them to change their coverage to a waiver but it wasn't stopped on the correct payroll. This could happen for several reasons such as the effective date of the qualifying event and the amount of time the employee has to submit the application.

NOTE: Since the employee is Active and it is current year record the only thing that needs to be done is the Option 7 thru Manual Pay Adjustments because the system will self-adjust the taxes once the next payroll is run. Please see attached example.

HEALTH INSURANCE PREMIUM REFUND REQUEST

Send to: Dept of Employee Insurance
Financial Management Branch
501 High St, 2nd floor
Frankfort, KY 40601

Phone: (502) 564-9097 Secure Fax: (502) 564-0715

Date: _____

Employee Name		Full SS#		Company #		Month		Employee Portion		Employer Portion	
Reason	Employment Term	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	QE	<input checked="" type="checkbox"/>	280.58	Pay To EE	<input checked="" type="checkbox"/>
	Overpaid	<input type="checkbox"/>	Other:								
Employee Name		Full SS#		Company #		Month		Employee Portion		Employer Portion	
Reason	Employment Term	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	QE	<input type="checkbox"/>	Pay To EE	<input type="checkbox"/>	<input type="checkbox"/>
	Overpaid	<input type="checkbox"/>	Other:								
Employee Name		Full SS#		Company #		Month		Employee Portion		Employer Portion	
Reason	Employment Term	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	QE	<input type="checkbox"/>	Pay To EE	<input type="checkbox"/>	<input type="checkbox"/>
	Overpaid	<input type="checkbox"/>	Other:								
Employee Name		Full SS#		Company #		Month		Employee Portion		Employer Portion	
Reason	Employment Term	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	QE	<input type="checkbox"/>	Pay To EE	<input type="checkbox"/>	<input type="checkbox"/>
	Overpaid	<input type="checkbox"/>	Other:								
Employee Name		Full SS#		Company #		Month		Employee Portion		Employer Portion	
Reason	Employment Term	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	QE	<input type="checkbox"/>	Pay To EE	<input type="checkbox"/>	<input type="checkbox"/>
	Overpaid	<input type="checkbox"/>	Other:								
Employee Name		Full SS#		Company #		Month		Employee Portion		Employer Portion	
Reason	Employment Term	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	QE	<input type="checkbox"/>	Pay To EE	<input type="checkbox"/>	<input type="checkbox"/>
	Overpaid	<input type="checkbox"/>	Other:								
Employee Name		Full SS#		Company #		Month		Employee Portion		Employer Portion	
Reason	Employment Term	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	QE	<input type="checkbox"/>	Pay To EE	<input type="checkbox"/>	<input type="checkbox"/>
	Overpaid	<input type="checkbox"/>	Other:								
Employee Name		Full SS#		Company #		Month		Employee Portion		Employer Portion	
Reason	Employment Term	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	QE	<input type="checkbox"/>	Pay To EE	<input type="checkbox"/>	<input type="checkbox"/>
	Overpaid	<input type="checkbox"/>	Other:								
Employee Name		Full SS#		Company #		Month		Employee Portion		Employer Portion	
Reason	Employment Term	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	QE	<input type="checkbox"/>	Pay To EE	<input type="checkbox"/>	<input type="checkbox"/>
	Overpaid	<input type="checkbox"/>	Other:								

Requester Signature: _____

Department/Agency: _____

Address: _____

Phone: _____

Secure Fax: _____

For questions, contact Michelle James, (502) 564-5669

Refunds will be issued only upon written request.

Refund requests may **only** be emailed when **encrypted** using Entrust.

Requester must sign form or type name in signature line. Emailed refund requests

will be considered signed when sent from the authorized requesters email account.

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW

I = INQUIRE

U = UPDATE

D = DELETE

COMPANY: CC DDD ORG CODES: DD BB SS UU (OPTIONAL)
 12 345 _ _ _ _ _

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

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- D = delete: this is used to delete an update already keyed into the system but not yet processed.

The user chooses the access mode and then completes the remaining company and organizational code information. After doing so, the user should hit the "enter" key to proceed to the manual pay menu.

06/14/2010 MANUAL PAY OPTIONS 12:56:59

OPTION: 7 EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND
 ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

01/15/2005

08:27:01

OPTION 7 - RETIREMENT, PREM CONVERSION, FSA OR DEFERRED COMP REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) _____

MASTER FILE ACCUMULATIONS:

DED NO: 20 DED AMT: 28058

EMPLOYEE SHARE

DED NO: 63 DED AMT: 96020

STATE SHARE

NOTE: DEDUCTION 45 (457/401K) AND DEDUCTION 46, 47 AND 48 (403B)
MUST BE CODED AS A "C".

ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE: A

- A. SOCIAL SECURITY AND MEDICARE
- B. MEDICARE ONLY
- C. NO SOCIAL SECURITY OR MEDICARE

TAX FILE ACCUMULATIONS:

STATE CODE: 18 LOCAL CODE: 13

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

This screen is used to update for refunds made to employees of pretax deductions including retirement contributions, pretax retirement installment purchase agreement payments, medical or daycare flexible spending account contributions, and deferred compensation.

At the "ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE" field, the majority of state employees will be "A. SOCIAL SECURITY AND MEDICARE." Employees in teachers retirement are primarily "B. MEDICARE ONLY," with a few being "C. NO SOCIAL SECURITY OR MEDICARE;" check the employee's FICA status. When updating for a deferred compensation refund for an employee, choose "C. NO SOCIAL SECURITY OR MEDICARE," as Social Security and Medicare were already paid on the deduction and do not need to be updated (deferred compensation is not subject to FIT or sit, but is subject to Social Security and Medicare).

EXAMPLE

How to update a Deferred Comp refund in Manual Pay For active employee

In this example, the employee requested to stop their deduction but the Deferred Comp office didn't process the change on the correct payroll.

When you need to request a refund of deferred compensation only, you do not need to do a Request for Refund form. You should call or email Sandy Whitaker in Deferred Compensation and she can refund the money to you. The refund check will be made payable to the Kentucky State Treasurer, FBO (the employee's name). Even though the employee's name is on the check, most banks will not cash or deposit those checks for the employee; therefore, you will have to do a SAS27 in order to get a check for the employee.

Payroll Voucher

PA _____

Date _____

Org.
Code _____

Agency Name _____

Org. Name _____

Company Number _____

From _____ To _____ Returning Retiree ☐ Reference Number _____

Template _____ Unit _____ Location _____ Activity _____

Rate _____

P-1 Employee ☐

Non P-1 in UPPS ☐

Non P-1 Other ☐

Total Disbursement Amt. _____

Hrs. Paid _____

Employment Date _____

Last Name & Initials

Social Security Number

Employee ID

Category	Amount	State Pay		Totals
Gross	\$250.00	\$250.00		Gross \$250.00
Social Security @ 6.2%			Soc. Sec. Taxable=	Soc. Sec.
Medicare @ 1.45%			Medicare Taxable=	Medicare
Federal Tax				Federal
State Tax				State
Local Tax			Local Txbl. Name=	Local
Local Tax			Local Txbl. Name=	EE Retirement
Retirement			Name/Wages Subject=	Savings Bonds
Retirement Payments		*		EE Health Ins.
Health Insurance		*		Misc. total
Short Fall		*		Total Net* \$250.00
State Paid Life Ins.		*		
Misc.				MEMO Deferred Comp Refund
Misc.				
Misc.				
Misc.				
Misc.				
Misc.				
Misc.				
Net Pay	\$250.00	\$250.00		



I certify that all persons listed in payroll files with the Personnel Cabinet were legally appointed and present on every working day during the pay period except as indicated in the proper columns on this document and the amount set forth are legitimate claims against the Commonwealth of Kentucky. I hereby approve for payment those persons identified by the payroll number as indicated in the Personnel Cabinet files.

Employee Preparing Payroll

Date

Authorized Agency Signature

Phone # _____

I certify that the persons named on this document have been appointed in accordance with the provisions of KRS 18.110 to 18.360 and the Rules, Regulations and Orders thereunder.

Originals must be signed in RED
Original and 2 copies to Personnel

Secretary, Personnel Cabinet

Date

re: SAS27 Manual Payroll Voucher

SAS27b CERTIFICATION FORM

Name: _____ Emp ID# _____

[illegible]

Manual Pay Transaction

☐ Attached

☐ Entered on CICS on: _____
Date



I certify that the person listed on this SAS27 has not previously received this pay through UPPS.

Signature

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW
I = INQUIRE
U = UPDATE
D = DELETE

COMPANY: CC DDD
12 345

ORG CODES: DD BB SS UU (OPTIONAL)
— — — —

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

06/14/2010 MANUAL PAY OPTIONS 12:56:59

OPTION: 7 EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

06/18/2010

09:38:51

OPTION 7 - RETIREMENT, PREM CONVERSION, FSA OR DEFERRED COMP REFUND

COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) smith, john

MASTER FILE ACCUMULATIONS:

DED NO: 45 DED AMT: 25000

EMPLOYEE SHARE

DED NO: DED AMT:

STATE SHARE

**NOTE: DEDUCTION 45 (457/401K) AND DEDUCTION 46, 47 AND 48 (403B)
MUST BE CODED AS A "C".**

ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE: C

(always use C when
adjusting deferred comp)

A. SOCIAL SECURITY AND MEDICARE

B. MEDICARE ONLY

C. NO SOCIAL SECURITY OR MEDICARE

TAX FILE ACCUMULATIONS:

STATE CODE: 18 LOCAL CODE: 13

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

This screen is used to update for refunds made to employees of pretax deductions including retirement contributions, pretax retirement installment purchase agreement payments, medical or daycare flexible spending account contributions, and deferred compensation.

At the "ENTER CODE WHICH INDICATES EMPLOYEES COVERAGE" field, the majority of state employees will be "A. SOCIAL SECURITY AND MEDICARE." Employees in teachers retirement are primarily "B. MEDICARE ONLY," with a few being "C. NO SOCIAL SECURITY OR MEDICARE;" check the employee's FICA status. When updating for a deferred compensation refund for an employee, choose "C. NO SOCIAL SECURITY OR MEDICARE," as Social Security and Medicare were already paid on the deduction and do not need to be updated (deferred compensation is not subject to FIT or sit, but is subject to Social Security and Medicare).

EXAMPLE

How to do a Workers Compensation adjustment

In this example, the employee is on workers' comp and used leave for the entire pay period. The workers' comp check had to be signed over to the State to reinstate leave.

*Please refer to page 2.4 of the payroll manual for information on determining leave time buyback.

*Please refer to page 7.34 of the payroll manual for a Worker's Comp example.

ATTACHMENT E

SICK LEAVE – WORKERS’ COMPENSATION

NAME: _____

I hereby request payment from my accumulated sick leave while I am off work due to an illness or injury for which workers’ compensation benefits are claimed. Upon exhaustion of accumulated sick leave, accumulated annual leave and compensatory time may be requested.

I acknowledge that I am not entitled to use sick leave for time off from work due to an illness or an injury for which workers’ compensation benefits are claimed except to supplement my workers’ compensation benefits and maintain my regular full salary.

I hereby assign my workers’ compensation benefits to: (State Agency) and authorize said agency to receive and hold my workers’ compensation check until I endorse said check to the agency.

I may revoke this authority at any time in writing by delivering a copy of the writing to the agency, however, said revocation shall not apply to any workers’ compensation check for periods of time in which I have already received sick pay.

This the _____ day of _____, 20____.

Signature

Witness

WORKERS' COMPENSATION

WORKSHEET

COMPANY # _____ ORG. #: _____

NAME _____ SSN: _____

Period Covered by Workers' Compensation Check:

FROM: _____ 20 ____ TO: _____ 20 ____

1. Amount entitled to receive for the above period from the State: \$ _____

2. Amount of Workers' Compensation Check: \$ _____

Amount actually received for the above period from the State (+) _____

TOTAL \$ _____

3. Enter the figure from the **TOTAL** Line # 2: \$ _____

Enter the amount from Line # 1: (-) _____

DIFFERENCE \$ _____ **

**** This figure represents the amount that the employee IS NOT entitled to receive and the amount that will be used to buy back leave. This also represents the amount that will be used on the Request for Refund on Payroll.**

NOTE: The formula to be used to calculate the number of leave hours to be restored is:

Amount from the **DIFFERENCE** Line of # 3 -- Hourly Rate = Hrs. to be restored

\$ _____ -- \$ _____ = _____ Hours

Additional information on Worker's Compensation

When an employee has an accident or injury on the job, his/her supervisor is responsible for filing a Form IA-1 with the Worker's Comp Division in the Personnel Cabinet. Shortly thereafter, the third party administrator, Cannon Cochran Management Services, Inc. (CCMSI) will send a letter with a Wage Statement request form attached for the payroll officer to complete and return to them. This information is used in determining what the employee will be paid by Worker's Compensation.

If the employee is on leave without pay during his/her worker's compensation period of time, the employee may keep the worker's comp check for his/her use.

Sick Leave – Workers' Compensation Form

According to 101 KAR 2:100 Section 2(12), the employee's absence due to illness or injury for which Workers' Compensation benefits are received for lost time, sick leave may be utilized to the extent of the difference between such benefits and the employee's regular salary.

To use sick leave for a Worker's Compensation injury, the employee must assign his/her Workers' Compensation check to the agency by completing a Sick Leave – Workers' Compensation form prior to receiving sick leave. This form must be signed by the employee, witnessed, and forwarded to the payroll officer for their records. The form is attached for your convenience.

If an employee has used his/her leave time during the time off from work due to illness or injury on the job, the workers' comp check that is received for that employee must be endorsed by the employee, returned to the payroll officer, and used to "buy back" the leave time used. Also, a Request for Refund should be completed using the amount indicated as the "difference" on the Worker's Comp Worksheet (copy attached). You will request a refund for the employee and the state of the social security, medicare, federal, state, local taxes, and retirement. Checks received for the employee are distributed to the employee and the checks for the state portion are deposited back into the agency's account.

The adjustment is made in Manual Pay, option 8.

06/14/2010

12:56:28

MANUAL PAY SECURITY

ACCESS: _A_

A = ADD NEW
I = INQUIRE
U = UPDATE
D = DELETE

COMPANY: CC DDD
12 345

ORG CODES: DD BB SS UU (OPTIONAL)
_ _ _ _ _

PF1/15 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED

06/14/2010 MANUAL PAY OPTIONS 12:56:59

OPTION: 8 EMPLOYEE NO: 0123456789__

- 1 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH ONLY ONE LOCAL
- 2 UPDATE A MANUALLY ISSUED CHECK FOR EMPLOYEE WITH MORE THAN ONE LOCAL
- 3 REVERSE A CHECK FROM THIS QUARTER THAT IS BEING REDEPOSITED
- 4 REVERSE A CHECK FROM A PRIOR QUARTER THAT IS BEING REDEPOSITED
- 5 UPDATE FOR A LOCAL TAX REFUND
- 6 UPDATE FOR FIT OR SIT TAX REFUND
- 7 UPDATE FOR RETIREMENT, PREM CONVERSION, FSA, DEFERRED COMP AND
 ANNUITY REFUND
- 8 WORKERS COMPENSATION ADJUSTMENTS

PF1/13 = MENU PF2/14 = HELP PF3/15 = EXIT ENTER = PROCEED MODE: A

Commonwealth of Kentucky
Finance Cabinet

Request for Refund on Payroll

Date _____ Payment Type(X) ☐ P-1 Employee ☐ Non P-1 Emp. In UPPS ☐ Non P-1 Emp. Other

Agency Name _____ Checks Made Payable to(X) ☐ KY State Treasurer ☐ Emp. & KY State Treasurer ☐ Employee

Org. Name _____ Manual Pay Adj. Made ☐ Attached ☐ Entered on CICS

Org. Code _____ Check Number _____ Date _____

Template	Unit	Org.	Activity	Memo/Reference
				worker's compensation refund

Company # _____ Period From _____ to _____

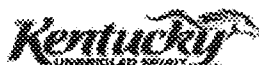
Last Name and Initials _____ Social Security Number _____ Employee ID _____

Retired ☐ Re-employed after 9/1/08 ☐

	Amount	State Pay	Rate	Hours W/Pay	Grand Total
Gross	\$738.20	\$738.20			\$877.56
Social Security @6.2%	\$43.48	\$43.48	Social Security Taxable = \$701.29	Total Social Security	\$86.96
Medicare @ 1.45%	\$10.17	\$10.17	Medicare Taxable = \$701.29	Total Medicare	\$20.34
Federal Tax	\$75.27			Federal Tax	\$75.27
State Tax	\$9.84			State Tax	\$9.84
Local Tax %	\$14.76		Local Taxable = Code 18-89 2% 738.20		
Local Tax %			Local Taxable = Code		
Local Tax %			Local Taxable = Code		
Local Tax %			Local Taxable = Code		
Local Tax %			Local Taxable = Code		
Local Tax %			Local Taxable = Code	Total Local Tax	\$14.76
Retirement	\$36.91	\$85.71	Name KERS Wages Subject= \$ 738.20	Employee Retirement	\$36.91
Retirement Payments				Retirement Payments	
Health Insurance				Health Ins. Contribution	
Shortfall					
FSA				Total Insurance/FSA	
Bond				Bond	
State Paid Life Ins.				State Paid Life Ins.	
Misc.					
Misc.					
Misc.					
Misc.					
Misc.				Total Misc.	
Net Pay	\$547.77	\$877.56			\$633.48

**Preparer's Signature _____ Phone Number _____ Date _____ **Authorized Agency Signature _____ Date _____

Original and 4 copies to
Treasury



**Sign Original in Red

OPTION 8 - WORKERS COMPENSATION ADJUSTMENTS

06/15/2010 10:32:43

COMPANY: 12345 EMPLOYEE NO: 0123456789 NAME: (OPT) _____

ENTER CODE INDICATING EMPLOYEES COVERAGE: A

(A) SOC SEC / MEDICARE (B) MEDICARE ONLY (C) NO SOC SEC OR MEDICARE

QTR (Q) OR YTD (Y) _Y_

MASTER FILE ACCUMULATIONS:

RETIREMENT: DED NO: 04 DEDUCTION AMT: 3691 EMPLOYEE SHARE
DED NO: 69 DEDUCTION AMT: 8571 STATE SHARE

WORKERS COMP ADJUSTMENT: 73820 (THIS IS GROSS AMOUNT FROM
REQUEST FOR REFUND)

FIT WH : 7527 SOC SEC WH : 4348 SIT WH : 984
LIT WH : 1476 TOT FICA WH : 5365 MEDICARE WH : 1017

AMT USED TO
TAX FILE ACCUMULATIONS: ** WHOLE % ** CALCULATE LIT
STATE: 18 LOCAL: 89 LIT WH: 1476 PCT: 100 LIT TXBL: 73820
STATE: LOCAL: LIT WH: PCT: LIT TXBL:

*** IF MORE THAN TWO LOCALS ARE NECESSARY PLEASE DO PAPER TRANSACTIONS ***
DO SICK LEAVE BALANCE CHANGE ON POPY SCREEN B

053 RECORD READY FOR UPDATE

PF1/13=MENU PF2/14=HELP PF3/15=EXIT ENTER=VALIDATE

MODE: A

The figures for this adjustment will come from the Request for Refund on Payroll prepared when an employee "buys back" time used while on worker's compensation leave. Make certain you return the employee's leave on the B screen. This transaction reduces the employee's taxables and retirement contributions. Please see page 2.4 of the manual for information on determining leave time buyback. Please refer to page 7.34 of the manual for a Worker's Comp Example.

13296

Workers' Compensation

Example: 1

In this example, the employee is entitled to receive \$1500.00 for the payperiod from the State. The amount of the workers' comp check is \$850.00. There were 75.00 hours in the payperiod and the employee used his own leave for the 75.00 hours. After completing the workers' compensation worksheet, we see the amount the employee is not entitled to receive and the amount that will be used to buy back leave time is \$850.00. **This also represents the amount that will be used on the Request for Refund on Payroll (see the workers' comp adjustment in the manual pay examples for Opt 8).**

In order to find the hourly salary for the employee for this payperiod, we divide his semi-monthly salary of \$1500.00 by 75.00 hours and determine that his hourly salary is \$20.00. We then divide the \$850.00 by \$20.00 and see that he will be restored 42.50 hours of his leave.

If the employee had used more than one leave type, for example, 25.00 hours of sick, 35.00 hours of annual and 15.00 hours of compensatory leave we would calculate his leave restoral as below:

25.00 hours of sick divided by 75.00 hours in total payperiod is approximately 33%.

35.00 hours of annual leave divided by 75.00 hours in total payperiod is approximately 47%.

15.00 hours of compensatory leave divided by 75.00 hours in total payperiod is approximately 20%.

He is being restored 42.50 hours of leave. 33% of that 42.50 hours for sick leave equals 14.00 sick leave restored.

47% of that 42.50 hours for annual leave equals 20.00 hours annual leave restored.

20% of that 42.50 hours for compensatory leave equals 8.50 compensatory leave restored.

14.00 plus 20.00 plus 8.50 equals 42.50 hours of leave restored.

WORKERS' COMPENSATION

WORKSHEET

COMPANY # 12-345 ORG. #: _____

NAME John Smith SSN: 123-45-6789

Period Covered by Workers' Compensation Check:

FROM: Jan 1 2010 TO: Jan 15 2010

1. Amount entitled to receive for the above period from the State: \$ 1500.00

2. Amount of Workers' Compensation Check: \$ 850.00

Amount actually received for the above period from the State (+) 1500.00

TOTAL \$ 2350.00

3. Enter the figure from the **TOTAL** Line # 2: \$ 2350.00

Enter the amount from Line # 1: (-) 1500.00

DIFFERENCE \$ 850.00 **

**** This figure represents the amount that the employee IS NOT entitled to receive and the amount that will be used to buy back leave. This also represents the amount that will be used on**

the Request for Refund on Payroll.

NOTE: The formula to be used to calculate the number of leave hours to be restored is:

Amount from the **DIFFERENCE** Line of # 3 -- Hourly Rate = Hrs. to be restored

\$ 850.00 ÷ \$ 20.000 = 42.50 Hours

Workers' Compensation

Example 2:

In this example, the employee is entitled to receive \$1500.00 for the payperiod from the State. The amount of the workers' compensation check is \$850.00. There were 75.00 hours in the payperiod and the employee makes \$20.00 per hour and had 20.00 hours of leave to use and was paid \$400. The rest of the payperiod was coded as 55.00 hours of leave without pay. After completing the workers' compensation worksheet, we see the amount the employee is not entitled to receive and the amount that will be used to buy back leave time is \$250.00. **This also represents the amount that will be used on the Request for Refund on Payroll (see the workers' comp adjustment in the manual pay examples for Opt 8).** This means that the employee is entitled to receive \$600.00 of the workers' compensation check. The agency sends the workers' compensation check to the employee to endorse. The agency has the option to either let the employee cash the workers' compensation check and return by money order, certified check, or personal check the \$250.00; or, the agency can have the employee endorse the check, return the check to the agency, the agency deposit the check into agency funds and the payroll officer complete a SAS27 paying the employee the \$600.00 due him from the workers' compensation check. The request for refund on payroll of the \$250.00 still must be completed so that the employee receives the social security, medicare, local taxes, and retirement due him. If the check is a large amount we suggest you figure federal and state taxes also.

The employee makes \$20.00 per hour. On the workers' compensation worksheet, we show that \$250.00 divided by \$20.00 equals 12.50 hours of leave to be restored to the employee.

WORKERS' COMPENSATION

WORKSHEET

COMPANY # 12-345 ORG. #: _____

NAME John Smith SSN: 123-45-6789

Period Covered by Workers' Compensation Check:

FROM: Jan 1 2010 TO: Jan 15 2010

1. Amount entitled to receive for the above period from the State: \$ 1500.00

2. Amount of Workers' Compensation Check: \$ 850.00

Amount actually received for the above period from the State (+) 400.00

TOTAL

\$ 1250.00

3. Enter the figure from the **TOTAL** Line # 2: \$ 1250.00

Enter the amount from Line # 1:

(-) 1500.00

DIFFERENCE

\$ 250.00 **

**** This figure represents the amount that the employee IS NOT entitled to receive and the amount that will be used to buy back leave. This also represents the amount that will be used on**

the Request for Refund on Payroll.

NOTE: The formula to be used to calculate the number of leave hours to be restored is:

Amount from the **DIFFERENCE** Line of # 3 -- Hourly Rate = Hrs. to be restored

\$ 250.00 ÷ \$ 20.000 = 12.50 Hours

Workers' Compensation

Example: 3

In this example, the employee is entitled to receive \$1500.00 for the payperiod from the State. The amount of the workers' comp check is \$850.00. There were 75.00 hours in the payperiod and the employee makes \$20.00 per hour but had no leave time he could use OR chose NOT to use his leave time. He will receive the entire workers compensation check for his own use. He will be on leave without pay for the 75.00 hours in this payperiod.

No request for refund will need to be completed. The employee does not receive a paycheck from the agency for this time period.